

| DATA ITEM DESCRIPTION | | <i>Form Approved</i> <i>OMB No. 0704-0188</i> | |
|--|--|--|------------------------------|
| Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. | | | |
| 1. TITLE Leisure Travel In Conjunction With Official Military Travel | 2. IDENTIFICATION NUMBER DI-MISC-81558 | | |
| 3. DESCRIPTION/PURPOSE 3.1 This report is designed to supply use and cost data on air travel sales and non-air components (lodging, car rental, rail, bus, ship, and tours). The principle use is to provide the leisure travel activity a basis for review and evaluation of compliance in providing (a) lowest fares, and (b) concession fees. | | | |
| 4. APPROVAL DATE (YYMMDD) 073097 | 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F-AFSVA/SVPCO | 6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE |
| 7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract. 7.2 This DID is applicable to sales of leisure travel in conjunction with official travel. | | | |
| 8. APPROVAL LIMITATION | 8a. APPLICABLE FORMS N/A | | 8b. AMSC NUMBER F7283 |
| 10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The report shall be similar to Figures 1 and 2. Electronic format shall be ASCII with fields delimited by commas. 10.2 <u>Content</u> . The report shall consist of two parts and include the following: 10.2.1 <u>Part I - air travel sales</u> . Leisure travel - (military installation) - (sales month). Item 1 - sales location. The office where sales were generated. Item 2 - invoice number. The number obtained from travel itinerary. <p style="text-align: right;">(Continued on Page 2)</p> | | | |
| 11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited. | | | |

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Block 10, Preparation Instructions - (Continued)

Item 3 - invoice date. The date obtained from travel itinerary.

Item 4 - ticket number. The number obtained from ticket stock.

Item 5 - number of passengers booked. The total number of passengers provided travel arrangements.

Item 6 - gross fare. The total dollars paid by the customers for all services rendered or goods sold, whether paid to the contractor or paid to the actual service provider or retailer based upon arrangements made by the contractor.

Item 7 - base fare. The least costly fare available at the time an airline reservation is made.

Item 8 - concession fee. The amount paid to a designated morale, welfare, and recreation fund stated as a percentage of gross unofficial sales collected by the contractor.

Item 9 - totals. The sum total of all items identified.

10.2.2 Part II - non-air travel sales. Unofficial/leisure travel - (military installation) - (sales month).

Item 1 thru 3. Same entries as Part I.

Item 4 - Same entry as Part I, Item 5, for non-air items.

Item 5 - travel category code. One of the following codes:

| | |
|-----------------|-------------------|
| C = cruise/ship | A = auto rental |
| T = tour | M = miscellaneous |
| R = rail | B = bus |
| L = lodging | |

Item 6. Same entry as Part I for non-air items.

Item 7. Same entry as Part I, Item 8 for non-air items.

Item 8. Same entry as Part I, Item 9 for non-air items.

Air Travel Sales
Unofficial/Leisure Travel
Randolph Air Force Base
July 1997

| <u>ITEM NUMBER</u> | <u>ENTRY</u> |
|--------------------|-----------------------|
| 1 | LEISURE TRAVEL OFFICE |
| 2 | 0018997 |
| 3 | 28 JUL 97 |
| 4 | 30158700806 |
| | 30358700807 |
| | 30358700808 |
| 5 | 3 |
| 6 | \$1908.00 |
| 7 | \$1800.00 |
| 8 | \$54.00 (3%) |
| 1 | BLDG 499 |
| 2 | 0019997 |
| 3 | 28 JUL 97 |
| 4 | 30158700805 |
| 5 | 1 |
| 6 | \$530.00 |
| 7 | \$500.00 |
| 8 | \$15.00 (3%) |
| 9 | @2408.00 |

FIGURE 1. Sample air travel sales for unofficial/leisure travel

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Block 10, Preparation Instructions - (Continued)

Non-Air Travel Sales
Unofficial/Leisure Travel
Randolph Air Force Base
July 1997

| <u>ITEM NUMBER</u> | <u>ENTRY</u> |
|--------------------|-----------------------|
| 1 | LEISURE TRAVEL OFFICE |
| 2 | 0018997 |
| 3 | 28 JUL 97 |
| 4 | 3 |
| 5 | A |
| 6 | \$400.00 |
| 7 | \$12.00 (3%) |
| 1 | BLDG 499 |
| 2 | 0019997 |
| 3 | 28 JUL 97 |
| 4 | 1 |
| 5 | A |
| 6 | \$600.00 |
| 7 | \$18.00 (3%) |
| 8 | @ 1000.00 |

FIGURE 2. Sample non-air travel sales for unofficial/leisure travel